

*U.S. District Court  
for the  
Southern District of Indiana*

**ELECTRONIC FILING INSTRUCTIONS**

Attorney Name: \_\_\_\_\_

ECF login: \_\_\_\_\_

Password: \_\_\_\_\_

**BEFORE Filing a Document Electronically:**

Check document(s) for the following:

- Does the document caption contain the correct party names, judge, and complete cause number?
- Is the document formatted correctly, does it have a descriptive title and is each page numbered consecutively?
- Does a handwritten signature or “s/<attorney name>” appear on the attorney’s signature line?
- Have all personal identifiers been redacted from each document in compliance with Local Rule 5.2?
- Does a certificate of service w/ service list appear at the end of the document?
- Has each component of the filing (i.e. motion, order, exhibit) been converted into a separate PDF file?
- Is each PDF file legible and less than the 2MB file size limit?

For more information about electronic filing, the following ECF resources are available online at [www.insd.uscourts.gov](http://www.insd.uscourts.gov)

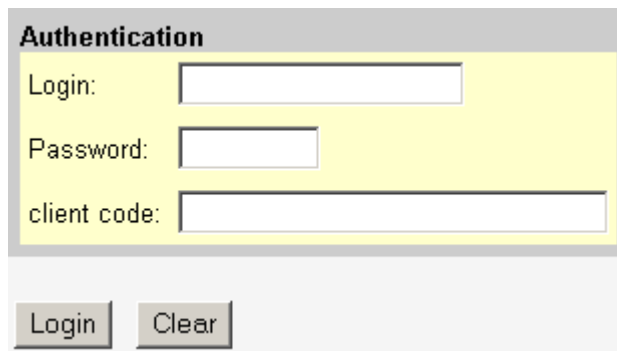
- ECF Policies and Procedures Manual
- ECF Local Rules
- Frequently Asked Questions
- CM/ECF User Guide
- E-filing Checklists
- E-filing Event List
- PDF Information
- CM/ECF Tutorial

## To FILE a Document Electronically in CM/ECF:

- Go to the Court's website at [www.insd.uscourts.gov](http://www.insd.uscourts.gov)
- Click on 
- Click on 

### STEP 1

At the **Authentication** screen, enter the filing attorney's (the attorney who signed the document) **ECF** login and password, then click **Login**. It is not necessary to enter a client code when accessing CM/ECF for the purpose of electronic filing.



The Authentication screen features a yellow background for the input fields. It includes three text boxes labeled 'Login:', 'Password:', and 'client code:'. Below these fields are two buttons: 'Login' and 'Clear'.

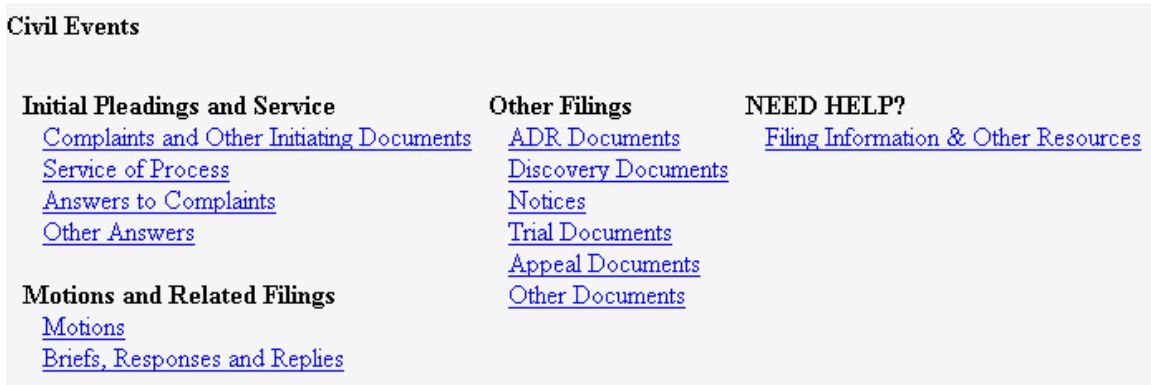
### STEP 2

Click on **Civil**




### STEP 3

On the **Civil Events** screen, click on the link for the appropriate document category. For example, when filing a motion, click on the **Motions** link. To see a list of document types that are available under each category, please consult the **Attorney Civil Event List** by clicking on [Filing Information & Other Resources](#).



The Civil Events screen is organized into three columns. The first column, 'Initial Pleadings and Service', includes links for 'Complaints and Other Initiating Documents', 'Service of Process', 'Answers to Complaints', and 'Other Answers'. The second column, 'Other Filings', includes links for 'ADR Documents', 'Discovery Documents', 'Notices', 'Trial Documents', 'Appeal Documents', and 'Other Documents'. The third column, 'NEED HELP?', includes a link for 'Filing Information & Other Resources'. Below the first column, there is a section for 'Motions and Related Filings' with links for 'Motions' and 'Briefs, Responses and Replies'.

## STEP 4

After selecting a document category, scroll through the list of document types and select the most appropriate event for the filing. Please use filing events in the **Motion** category **ONLY** for filings that require a ruling from the Court. Documents such as an **Appearance**, or **Initial Enlargement of Time** should be filed using the appropriate event from the **Notices** category. If necessary, please consult the **Attorney Civil Event List** to locate the filing event that most accurately describes the document. For example, when filing a **Notice of Initial Enlargement of Time** please select the **Notice of Parties First Extension of Time** event, as it most accurately describes the document. After selecting the appropriate document type, click .


### Motions



A dropdown menu with a scroll bar. The visible options are: Amend/Correct, Appeal In Forma Pauperis, Appear pro hac vice, Appoint Counsel, Appoint Receiver, Attorney Fees, Bifurcate, and Bill of Costs.

**NOTICE:** Pursuant to Local Rule 7.1 **motions must be filed separately.**


Only alternative motions may be filed as one pleading and, in that event, each motion must be named in the caption.

 [Motion E-Filing Checklist](#)

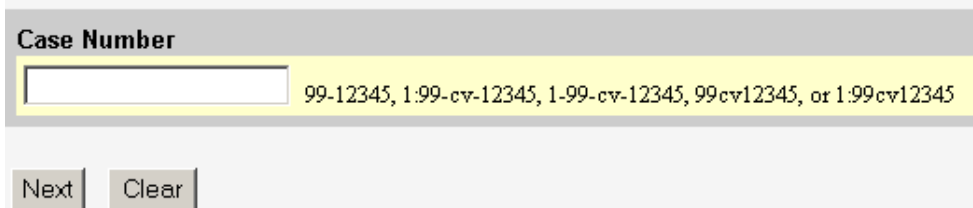




## STEP 5

Enter the **Case Number** for the filing using any of the formats shown below, then click .

### Motions



A form section titled "Case Number" with a text input field. To the right of the input field, the following text is displayed: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field are two buttons: "Next" and "Clear".

**NOTE:** The remaining screens may appear in a different order, depending on the type of document that you are filing. There may also be additional screens that are not mentioned in these instructions. If so, please read and follow the instructions on each filing screen before proceeding to the next screen.


## STEP 6

To **Select the Filer**, click on the name of the party(ies) on behalf of whom the filing is being submitted. To select more than one party, please hold down the control key while using the mouse to click on and highlight the name of each filing party. OR (if provided) use the **Select a Group** option to indicate that the filing is being submitted on behalf of all parties in a group. When finished, click **Next**.

Select the filer.

<b>Select the Party:</b>	<b>OR</b>	<b>Select a Group:</b>
<div style="border: 1px solid black; padding: 5px;"><div>ANDREWS, CONSTANCE [Plaintiff]</div><div>MARION COUNTY, [Defendant]</div><div>MARION COUNTY COURT ADMINISTRATION, [Defendant]</div><div>SUPERIOR COURT OF MARION COUNTY, [Defendant]</div></div>		<div><input checked="" type="radio"/> No Group</div> <div><input type="radio"/> All Defendants</div> <div><input type="radio"/> All Plaintiffs</div> <div><input type="radio"/> All Parties</div>
<div><b>Next</b> <b>Clear</b></div>		

## STEP 7

To **Select the PDF document**, click on the **Browse...** button and locate the appropriate PDF file using the **Choose File** window. Right click on the document filename then select **Open** to view the PDF file BEFORE selecting it as the document to be filed. After viewing the PDF file, click on the  in the upper right hand corner of the document window to close the file. Then click on the **Open** button in the **Choose File** window to submit the selected PDF file as the main document. The PDF filename will appear in the **Filename** window.

To submit attachments to the main document (i.e. proposed order, exhibit, affidavit, proposed amended complaint, etc.) click on the **Yes** radio button, then click **Next**. If there are no attachments, click on the **No** radio button, then click **Next** and skip Step 8.

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

C:\Smith-Motion to Dismiss.pdf

**Browse...**

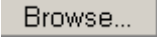
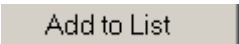
**Attachments to Document:** ☐ No ☒ **Yes**

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**Next** **Clear**

## STEP 8

When submitting attachments, repeat the 3 steps below for each attachment. Please note that a proposed order for a motion must be filed as an attachment. A brief in support of a motion is NOT an attachment and must be submitted as a separate filing using the **Brief in Support of Motion** event.

- 1 - click on the  button to locate and select the appropriate PDF document
- 2 - describe the attachment by using the **Type** pull-down menu, the **Description** text box, or a combination of both
- 3 - click the  button

### Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

#### Filename

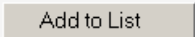




2) Before proceeding to step 3, you **must** describe the document using the **Type** menu, the **Description** box, or both.


#### Type

#### Description


3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames




When the filenames for all supporting attachments appear in the window at the bottom of the screen, click .

## STEP 9

In the **Docket Text: Modify As Appropriate** screen, use the pull-down menu, and/or the text box (if provided) to further describe the filing, if necessary. For example, when filing a **Motion for Continuance**, please indicate the hearing for which a continuance is being requested (i.e. **Motion for Continuance of Settlement Conference**). Please DO NOT retype the entire title of the document in the text window. When finished, click .

## STEP 10

In the **Docket Text: Final Text** screen, review the docket entry, then click  to transmit the filing to the Court and all ECF-registered counsel of record for the case.

## STEP 11

After the transaction has been received by the court, a **Notice of Electronic Filing** will appear on the screen to indicate that the filing was successfully transmitted. Carefully review the information on the **Notice of Electronic Filing**, which is the receipt for the transaction, then print a copy of the receipt for your records.

\*\*\* **NOTICE** \*\*\* The electronically filed document(s) may be viewed **once** at no charge by clicking on the Document Number hyperlink (example - [21](#)). To avoid PACER charges for subsequent viewings, download or print a copy of the document(s) during the first viewing. If the document number is not hyperlinked, the filing was not submitted electronically and must be served in paper form pursuant to Fed.R.Civ.P. 5(b).

U.S. District Court  
Southern District of Indiana  
Office of the Clerk  
(317) 229-3700  
[www.insd.uscourts.gov](http://www.insd.uscourts.gov)

### Notice of Electronic Filing

The following transaction was received from SWM, entered on 8/20/2004 at 12:22 PM EST and filed on 8/18/2004

Case Name: ANDREWS v. MARION COUNTY et al

Case Number: [1:03-cv-1515](#)

Filer:


Document Number: [28](#)

Scroll to the bottom of the receipt page to determine if any of the attorneys involved in the case must be served manually with a paper copy of the document. Attorneys listed in the **Notice will be electronically mailed to:** section of the receipt will be served via email by the Court's CM/ECF system. Attorneys/parties listed in the **Notice will be delivered by other means to:** section of the receipt must be served via U.S. Mail with a paper copy of the filing.

## STEP 12

To submit additional documents, repeat steps 2-11 for each additional filing.

OR

To end the session, click on **Logout**, then close the Internet browser by clicking on the  in the upper right hand corner of the browser window.